

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT PRISONER ORIENTATION	EFFECTIVE DATE 08/12/2002	NUMBER 04.01.140
	SUPERSEDES 04.01.140 (02/10/94)	
	AUTHORITY MCL 791.204	
	ACA STANDARDS 3-4118; 3-4173; 3-4216; 3-4272; 3-4275; 3-4277; 3-4278; 3-4331; 3-4446	
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POLICY STATEMENT:

Prisoners shall receive orientation upon arrival at a Correctional Facilities Administration (CFA) facility as set forth in this policy.

POLICY:

- A. Each Warden or designee shall develop and maintain an orientation program for newly arrived prisoners. If an institution includes a camp or a segregation unit, or has more than one security level, the orientation provided may be unique to the camp, segregation unit or security level. Orientation provided to prisoners in segregation shall not be in a group setting.
- B. Orientation shall be provided to prisoners within one week after arrival at the facility unless unavailable (e.g., out on writ; hospitalized); in such cases, orientation shall be provided as soon as possible after they become available. Prisoners in segregation who only received orientation unique to the segregation unit shall receive additional orientation within one week after placement in general population or, if unavailable, as soon as possible after they become available.
- C. Orientation shall provide an overview of life at the facility and the facility's objectives. It shall specifically include, but is not limited to, information on the following:
 1. The availability of health care services and how to access those services.
 2. The disciplinary and grievance process.
 3. Available programming.
 4. Custody/security aspects of the facility and expectations of prisoners. This shall include an explanation of what items are considered contraband.
 5. Available volunteer programs and services.
 6. Visiting hours and requirements for both prisoners and visitors. If there is a volunteer transportation program, written information shall be provided to enable prisoners to accurately inform their family and friends of these services.
 7. Fire safety requirements, including general evacuation procedures.
- D. The orientation program also shall include information to help reduce the anxiety related to incarceration and assist prisoners with adjusting to institutional living. Special emphasis shall be placed on "prison pitfalls" (e.g., gambling; borrowing; loaning; homosexual pressures) and their consequences. Prisoners shall be informed that staff are available should these types of problems arise. Prisoners also shall be advised of the seriousness of escape and the consequences which could result. Options for handling problems and the alleviation of anxieties which might lead to thoughts of escape shall be addressed.

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- E. The prisoner guidebook developed and provided to prisoners pursuant to PD 04.01.130 "Prisoner Guidebook" shall be reviewed with general population and protective segregation prisoners during orientation; segregation unit rules shall be reviewed with segregation prisoners. In addition, education information regarding communicable bloodborne infections shall be provided in accordance with PD 03.04.120 "Control of Communicable Bloodborne Diseases".
- F. Facility staff shall assume a prominent role in the orientation process, either in person or through a videotaped presentation. Where possible, the orientation should include prisoner representatives who have demonstrated maturity and have earned the confidence of both staff and other prisoners. These prisoner representatives shall explain the purpose and operation of prisoner representatives and how the representatives maintain a liaison between staff and prisoners.
- G. For prisoners who have a disability (e.g., hearing or sight impairment), literary deficiency or language barrier, accommodations shall be made to assist the prisoner in understanding the information provided during orientation.

OPERATING PROCEDURES

- H. Each Warden shall ensure that procedures necessary to implement this policy directive are developed that are consistent with policy requirements within 60 calendar days after its effective date.

AUDIT ELEMENTS

- I. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:07/17/02